CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1865   **TITLE:** PROGRAMMER ANALYST I   **GRADE:** S-23

DEFINITION:
Under general supervision, performs basic programming tasks (utilizing desktop software packages) such as modification of existing program code and reports; works with users to develop specifications for program modifications to custom applications; works with users to resolve application problems; or performs basic programming tasks (utilizing multiple platforms, languages, and databases) such as modification of existing program code and simple report programming using structured programming techniques; provides simple procedure creation and execution, unit testing, debugging, documentation updates, assisting more experienced programmer/analysts in more complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is entry level programming/analysis work. It is distinguished from the Programmer/Analyst II by the performance of work that is less technically complex. For example, incumbents perform basic programming tasks to modify existing program code or develops simple batch computer programs and a Programmer/Analyst II writes programs from user determined specifications.

ILLUSTRATIVE DUTIES:
Maintains and documents on-line and batch computer programs and/or application software;
Analyzes less complex specifications and modifies existing programs;
Writes program code to create, revise, and update on-line and batch programs, JCL, file and table layouts;
Performs basic enhancements to existing programs;
Interfaces with users to assist in solving operational problems related to information processing;
Prepares flow chart diagrams and translates diagrams into computer programs;
Prepares procedural manuals and documentation for system users;
Trains systems users;
Confers with users to determine program acceptability and system requirements;
Provides analysis and documentation for programming;
Monitors program development, assists in detecting, analyzing, and solving systems and programming problems;
Coordinates implementation of system with users and operations personnel;
Provides basic technical assistance to user departments;
Monitors and evaluates the effectiveness of installed data processing systems;
Assists in tests, evaluates, and debugs software systems prior to installation;
Provides assistance to other staff as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Some knowledge of multi-platform computer languages and/or desktop software packages;
Some knowledge of modern information processing techniques and systems analysis;

Some knowledge of the capabilities and operating requirements of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments;
Some knowledge of computer programming practices necessary for developing programs for computers;
Some knowledge of data and process diagraming, and modeling and procedural report writing;
Ability to plan, organize, and conduct systems analysis and to evaluate administrative processes and procedures;
Ability to thoroughly document necessary system modifications and enhancements;
Ability to assist users in solving systems and programming problems;
Ability to translate technical terminology into terms understandable to management and employees;
Ability to establish and maintain effective business relationships;
Ability to prepare clear, detailed programs of instruction for efficient system utilization;
Ability to write easy to follow user systems documentation.

EMPLOYMENT STANDARDS:
Any combination of education, experience and training equivalent to the following:
Possession of an associate's degree in computer science, or related field; PLUS
Two years' programming/analysis experience; OR
A bachelor's degree in computer science or related field.

CERTIFICATES AND LICENSES REQUIRED:
None.

ESTABLISHED: May 24, 1999